

WILLIAMSON FINANCIAL SERVICES LIMITED

Corporate Identity Number (CIN): L67120AS1971PLC001358

Registered Office: Udyan, House No. 147, 2nd Floor, Ganeshguri, R.G. Baruah Road, Guwahati – 781005

TEL : 033-2243-5391/5393, 2210-1221, 2248-9434/9435, FAX : 91-33-2248-3683 / 8114 / 6265

E-Mail: administrator@mcleodrussel.com, Website: www.williamsonfinancial.in



Dear Member,

Sub: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Williamson Financial Services Limited ('WFSL' or 'the Company') is offering e-voting facility to its Members in respect of the businesses to be transacted at the 45th Annual General Meeting of the Members of the Company scheduled to be held on Wednesday, 26th September 2018 at 12:30 p.m. at Hotel 'D' Courtyard, R. G. Baruah Road, Opp. Nursery, Guwahati - 781005.

The Company has engaged the services of National Securities Depository Limited ('NSDL') to provide e-voting facilities. The e-voting particulars are set out below:

ELECTRONIC VOTING PARTICULARS

EVEN (E-voting Event Number)	USER ID	PASSWORD
109075		

The e-voting facility will be available during the following voting period:

Commencement of e-voting : 10:00 a.m. (IST) on 22nd September 2018

End of e-voting : 5:00 p.m. (IST) on 25th September 2018

Please read the instructions printed hereunder before exercising the vote. This communication forms an integral part of the Notice dated 28th May 2018 for the 45th Annual General Meeting scheduled to be held on Wednesday, 26th September 2018 at 12:30 p.m. A copy of the said Notice is sent herewith. Attention is invited to the statement on the accompanying Notice that the businesses of the Meeting may be transacted through electronic voting system and that the Company is providing facility for voting by electronic means.

The Notice of the 45th Annual General Meeting and this communication are also available on the website of the Company at www.williamsonfinancial.in

By Order of the Board
WILLIAMSON FINANCIAL SERVICES LIMITED
P. BANDYOPADHYAY
COMPANY SECRETARY

Kolkata, 28th May 2018

The instructions for voting through electronic means are as under:

Voting through electronic means:

In accordance to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management & Administration) Rules, 2014, as amended from and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide to its Members facility to exercise their right to vote on the resolutions proposed to be considered at the ensuing 45th Annual General Meeting ('AGM') of the Company by electronic means. The Company has engaged the services of National Securities Depositories Limited ("NSDL") as the Agency to provide the remote e-voting facility. (Remote e-voting means the facility to cast votes by a Member using electronic voting system from a place other than the venue of the AGM).

The facility for voting through poll paper shall be made available at the AGM and the Members attending the AGM who have not cast their vote by Remote e-voting shall be able to exercise their right at the AGM through poll.

The Members who have cast their vote by Remote e-voting prior to the AGM can also attend the AGM but shall not be entitled to cast their vote again.

1. Process of Remote e-Voting:

Members are requested to follow the instructions below to cast their vote through Remote e-voting:

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: [https:// www.evoting.nsdl.com/](https://www.evoting.nsdl.com/) either on a Personal Computer or on a mobile.
- Once the home page of e-Voting system is launched, click on the icon "Login" which is available under "Shareholders' section".
- A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. cast your vote electronically.

d. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300***and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

e. Your password details are given below:

- (i) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- (ii) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- (iii) How to retrieve your 'initial password'?
 - i. If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - ii. If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
- f. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
- g. Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
- h. Physical User Reset Password? (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
- i. If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
- j. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- k. Now, you will have to click on "Login" button.
- l. After you click on the "Login" button, Home page of e-Voting will open.
- m. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
- n. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
- o. Select "EVEN" of company for which you wish to cast your vote.
- p. Now you are ready for e-Voting as the Voting page opens.
- q. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
- r. Upon confirmation, the message "Vote cast successfully" will be displayed.
- s. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- t. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders :

- (i) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to ak-labhcs@gmail.com with a copy marked to evoting@nsdl.co.in.
 - (ii) It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
 - (iii) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in
- A. **Other Instructions:**
- i) The e-voting period commences on Saturday, the 22nd September, 2018 (10.00 a.m. IST) and ends on Tuesday, the 25th September, 2018 (5.00 p.m. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on 19th September, 2018, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member, he/ she shall not be allowed to change it subsequently.
 - ii) The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on 19th September, 2018.
 - iii) Mr. A. K. Labh, Practicing Company Secretary (Membership No. FCS 4848) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
 - iv) The Scrutinizer shall after the conclusion of voting at the AGM, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 48 hours of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing who shall countersign the same and declare the result of the voting forthwith.
 - v) The results declared along with the Scrutinizer's Report shall be placed on the Company's website www.williamsonfinancial.in and on the website of NSDL www.evoting.nsdl.com within 2 (two) days of the passing of the resolutions at the Forty Fifth Annual General Meeting of the Company on 26th September, 2018 and communicated to the Bombay Stock Exchange Limited (BSE), where the shares of the Company are listed.
 - vi) Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. 19th September, 2018. May obtain the login ID and password by sending a request at evoting@nsdl.co.in or mcssta@rediffmail.com.
 - vii) A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through Polling Paper.